

Community Policing Advisory Commission (CPAC)  
Meeting Minutes

December 16, 2021  
6:30 PM

***Minutes are unofficial until approved by CPAC.***

1. **CALLED TO ORDER:**

The meeting was called to order at 6:33 p.m. by Chair Charlotte Lumae.

**ROLL CALL:** Jerry Brady-Duyn; Shawn Cardwell; Carlos Covarrubias, Charlotte Lumae; Marissa Salgado, Dan Blue

**ABSENT:** Paloma Dale, Jean Garcia, Sonia Reyes, Narce Rodriguez,

**COUNCIL LIAISON:** Kristy Kottkey

**STAFF:** Henry Reimann, Police Chief; Lauren Quinsland, Staff Assistant

**PUBLIC IN ATTENDANCE:** Hope Kramer; Pete Truax, Mayor

**INTRODUCTIONS AND SELECTIONS:** During roll call CPAC members shared a word representing what they were bringing to the table today. Some examples included: "Cohesiveness," "Responsibility," "Decisions," "Anxious," "Blessed," "Weekend," and "Imposter Syndrome." During roll call, Chair Lumae advised that new commissioners had been appointed but were not in attendance, adding that Commissioner Rodriguez would be leaving CPAC. As a grounding exercise, commissioners reviewed the purpose, responsibilities and objectives of CPAC. Commissioner Cardwell volunteered to be the time keeper; Commissioner Blue volunteered to be the group "guardian," vowing to call for a pause in discussion if necessary. Mayor Peter Truax was in attendance and was introduced to the group as tonight's guest.

2. **PUBLIC COMMENT:** Hope Kramer informed the group that there is an error on the website link to the Zoom meeting. Staff Assistant Lauren Quinsland advised she would remedy the issue.

3. **CONSENT AGENDA:**

- a) Approve B/C Meeting Minutes of November 18, 2021 as presented  
Moved by Commissioner Covarrubias; **MOTION CARRIED 6-0.**

4. **ADDITIONS/DELETIONS:** None.

5. **B/C Communications:**

- a) Chair & Co-chair Update: Chair Lumae recognized all the members of CPAC who served during 2021, their hard work and contributions, and thanked all who are continuing into 2022. Three new members have been appointed by the City; the Business Representative is still vacant. Work on the Annual Report

continues and Chair Lumae welcomed assistance from other Commissioners. Chair Lumae invited any other Commissioner/s who may be interested in serving as Chair or Co-chair to let either Chair Lumae or Co-chair Covarrubias know. Chair Lumae stated she has received positive feedback from community members regarding the ongoing team DEI training. Co-chair Covarrubias advised that community conversations are continuing and dates for future event will be set in January. New members were invited to participate in any of the existing subcommittees. The Chair called upon Mayor Truax to provide insight into the public's participation in CPAC and CPAC subcommittees. Mayor Truax offered a brief overview of the requirements for public notice, public access, and public involvement. The Mayor further encouraged Commissioners to make subcommittee meetings as open and transparent as possible through public notice and reporting thoroughly back to the Commission. Council Liaison Kottkey added that she would follow up with the City Recorder to clarify any additional details about public notice and meeting requirements and report those details back to CPAC.

- b) Community Representative Updates: None.
- c) Subcommittee Updates: Co-chair Covarrubias reiterated that community conversations will begin again at the start of the new year. Chair Lumae shared that she and Commissioner Blue are working together on the Police Stop Data subcommittee, adding that she has been in communication with the Department of Public Safety Standards and Training (DPSST) about reading and interpreting stop data. Commissioner Blue shared that the Police Policy subcommittee met and spent time getting to know one another, sharing experiences with law enforcement, and discussed objectives and approaches to the subcommittee. The group also set some timelines, established roles and responsibilities within the subcommittee; the subcommittee will be exploring best practices from around the state and country, state law requirements for policing, and work to identify practices or policy that may be missing from existing FGPD policy. The subcommittee will meet again in January. Council Liaison Kottkey called on the Mayor to provide feedback on how CPAC can better communicate what is happening with CPAC and its subcommittees with Council. The Mayor expressed that it is the job of the liaison to convey the wishes of the Council, and vice versa; provided explanation of the Liaison role. The Commission discussed concerns expressed by Council that looking into police policy could be construed as oversight; Chair Lumae advised that the bylaws state CPAC has the ability to inform council on policy. Commissioner Blue clarified that the group is currently focused on research, looking for gaps, and seeking out best practices. This data will be brought back to the

Commission in order for CPAC to advise and potentially make recommendations to Council. Mayor Truax expressed a reminder that CPAC may advise, but Council, as elected rule makers, have ability to take or leave advice.

6. **STAFF COMMUNIICATIONS:** Chief Reimann advised a joint work session for CPAC and Council has been scheduled for April 11, 2022 with a possibility to be moved up. Chief has also been in contact with the City's Communications Team regarding the short video created after the November Meeting and the request that it be shared on social media. The Communications Team has requested CPAC create an introductory video about the commission to share with the public to help give some context and raise public awareness of CPAC. Council Liaison Kottkey stated she had drafted an outline for this introductory video. Chief Reimann shared that the Red Door Project, held on November 17, 2021, was well received by community members and officers, and part 2 of the project is in the works.
7. **COUNCIL LIAISON REPORT:** Council Liaison Kottkey shared the City Manager's Report. She noted that the publication has taken on a new format. It was further shared that summaries of CPAC meetings are now a part of the Council Liaison's report to Council and are included in the Council packet. A draft of the introductory video recommended by the City Communications Team has been created; the City Council had positive feedback regarding the video. Commissioner Blue volunteered to assist with the next video. New members have been appointed to CPAC: Enrique Piñon, Forest Grove School District; Lucie Carriker, High School Student Advisor; Glenda Carter, LGBTQ. The Business Representative position remains vacant. This ushered in a conversation regarding whether members could switch roles in order to fill the more specific representative roles. There was further discussion on whether alternates could be allowed, per a specific request from Commissioner Salgado to allow a SURJ alternate when needed. Commissioner Salgado has not been re-appointed, leaving the SURJ Representative position vacant. Commissioner Salgado advised that she was seeking to continue as the SURJ representative, with Chair Lumae assisting, and would go through the required interview process, which should be completed by month's end. Council Liaison Kottkey advised that a broader discussion regarding representation on boards and commissions is taking place, ensuring broader community representation on B/C's. A new staff member at City Hall has been assigned to oversee B/C interviews and a new format for interviews using subcommittees; mid-year appointments when there are vacancies on B/Cs continues to be of discussion.
8. **DISCUSSION/DECISION/PRESENTATION ITEMS:**

- a) Chair Lumae asked that Commissioners consider a timeframe for electing new CPAC leadership and begin preparing for transition. Council Liaison Kottkey offered to find out when new leadership is usually elected/selected by other commissions. Anyone interested in serving should contact Chair Lumae or Co-chair Covarrubias.
- b) Via roundtable discussion, the following topics and current events were selected for future discussions on policy and practice:
  - Forest Grove implementing new state legislation into its policies
  - 8 Can't Wait, in response to Derek Chauvin's guilty plea to civil rights violation
  - High profile cases nationally and how they can be avoided in our community
  - House Bill 3115, intersection between City Code, policing, and homelessness
  - Developments in cases involving FGPD officers, ongoing investigations and rebuilding community trust
  - Recent school shooting and threats of school shootings nationally

A "Fist to Five" poll was taken; most interest was expressed in the 8 Can't Wait and other Use of Force policy. Co-chair Covarrubias stated he would share resources about the policy for board member review. Council Liaison offered to assemble materials, including Chief Reimann's presentation to council on 8 Can't Wait, and distribute.

Commissioner Blue made a motion to include overview discussion on 8 Can't Wait and other potential policy reforms for consideration on the next agenda; seconded by Commissioner Blue; **MOTION CARRIED 6-0.**

9. **AGENDA PLANNING, FEEDBACK, AND NEXT ACTION STEPS:**

- a.) Discussion of 8 Can't Wait is on the agenda; members were asked to review the provided resources prior to the next meeting.  
Commissioner Salgado made a motion to specifically add conversation about the Red Door Project to the agenda for January's meeting. Commissioner Brady-Duyn seconded; **MOTION CARRIED 6-0.**
- b.) The group provided feedback as to how the meeting went. Overall, commissioners and the Council Liaison agreed that substance and participation in meetings has been encouraging. Commissioner Cardwell did raise concern about the small attendance at this meeting.
- c.) Action steps included:
  - Agenda creation
  - Council Liaison will reach out to the City Recorder, work on the new CPAC video, and prepare a summary for Council.
  - Commissioner Blue will write a summary of the Policy Subcommittee meeting and submit to the Council Liaison.

- Commissioner Covarrubias will work on the new CPAC video, send 8 Can't Wait info, and work on scheduling next Community Conversation.

10. **ANNOUNCEMENT OF NEXT MEETING:**

The next meeting is January 20, 2022 at 6:30 p.m.

11. **ADJOURNMENT:**

Meeting adjourned at 8:33 p.m. Recorded and Submitted by Lauren Quinsland, FGPD  
Community Outreach Specialist